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2 April 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. General - None

2. Personnel -

a. As a result of the recent classification survey a number of T/O changes for TRG have been approved. Personnel actions resulting from these changes are being prepared at the present time.

3. Services and Supply -

a. The Graphics Aids Shop, TAB, was moved on Monday, March 30, from Rooms 104, 111A and 134, R&S, to the rear area next to the loading platform of R&S. Branch line [ ] has been relocated to the new area and two new Branches are presently being installed.

b. [ ] will be moved from Room 1022 to Room 1020, I Building, on Saturday, 4 April. His telephone numbers will remain the same.

c. Mr. [ ] was moved from Room 18, [ ] to Room 103A, R&S, on Monday, 30 March. Telephone numbers [ ] were retained by Mr. [ ].

25 YEAR RE-REVIEW

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4. Budget and Fiscal -

a. Budget information for briefing General Cabel has been submitted to D/TR.

b. A discussion was held with General Counsel, [redacted], and BFO/OTR concerning request for approval to use appropriated funds to pay [redacted] personnel. Original request is being revised for submission to DD/A.

c. A meeting is arranged for Thursday, 2 April, with [redacted] Finance Officer concerning finance and fiscal review of existing contract.



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Administrative Officer, OTR

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